



Board of Trustees Meeting Minutes

July 8, 2003 6:30 PM

Clark County Mosquito Control Shop
8115 NE St. Johns Road
Vancouver, Washington

1.0 – OPENING OF MEETING

1.1 Call to order

Vice Chair Raul Moreno called the meeting to order at 6:30 p.m.

1.2 Roll Call

Members Present: Michael Ciraulo, Dean Lindgren, Raul Moreno, Tim Ross and Roger Seekins. Also present were staff members Lou Dooley, Steve Kessler and Cheryl Staggs; mosquito crew members Ken McMillan, Warren Wyant, Sam Adams, Charles Skov, Dale Smith, James Martin and Chris Lines; and invited guest Rob Barrentine, Vancouver architect.

1.3 Review/Approval of April 8, 2003 Meeting Minutes

A motion was made and seconded to approve the minutes of the April 8, 2003 Board meeting as written; motion passed and minutes were so approved.

1.4 Review/Approval of Agenda

Dean Lindgren made a motion to approve the agenda without revision; Mike Ciraulo seconded the motion, which was passed unanimously.

2.0 - RECOGNITION OF VISITORS

2.1 Citizen Comments

No citizen comments were presented.

2.2 Introductions

New Trustee Roger Seekins was welcomed to the Board. Rob Barrentine, architect, introduced himself to the Board and prefaced his presentation, scheduled next on the evening's agenda.

3.0 - CONTINUING BUSINESS

3.1 Building/Space Issues

Mr. Barrentine shared the conceptual plan (copy attached) developed by his firm, Architects Barrentine Bates Lee AIA.

3.1.1 Points made about the project:

- The building was originally planned to be closer to the road; an optimal location was subsequently determined that is closer to the back of the site. Some grading will be needed at the new location to level contours on the site.
- The building will have two drive-through bays (two lanes each).
- Engineering for the site development work will be arranged by CCMCD.
- Lou will discuss the initial preparation of the lease with the County Public Works Department. The lease should be prepared before the construction project commences.
- Public Works will build a retention pond for storm water, congruent, if possible, with the shop construction project.
- Under an ideal chronology, Rob will return to the next Board meeting (in September) to either:
 - bring the Board the contractors' bids for project construction; or
 - bring final plans for approval and ask for Board authorization to bid the project.
 - The CCMCD Board is not bound by the Clark County full public bid process. A select bidders list may be appropriate to use, and would be allowed if the Board of Trustees approves. Four possible contractors are recommended for the select invitation to bid list:
 - Team Construction
 - Mike Merrill
 - Darrit Construction
 - Schlect Construction
- Rob suggested that the construction be started as soon as possible. The market for building is very good right now. If the project is postponed for more than three months from now, there should probably be a 4% inflation factor per year built in. The economy won't turn in three months; however, the favorable factors that exist now could change within 6–9 months.
 - The permitting process was discussed as well as the potential for delays.
 - The Board discussed the difference in going to bid in two or in three months:
 - Within two months, the Board would need to tell Rob if the list of contractors is acceptable; better to decide now.
 - If Board decision is to go to bid in three months, Rob would work in the interim on the final plan, and the Board could review the contractor list.
 - A single month difference would not be significant to the overall project timeline as it relates to weather conditions, etc.
 - Rob would prefer to determine two approved manufacturers of metal buildings, and request that all four select contractors bid construction using both manufacturers.

3.1.2 The Board determined that the first order of business would be to decide:

- To authorize Barrentine Bates Lee to proceed to call for bids;
- To accept the Barrentine Bates Lee conceptual plan proposal;
- To agree on a budget for the project.

3.1.3 Building features were presented:

- Roughly 120x40 ft overall.
- Includes kitchen/eating space with outside access; will seat 12-15 comfortably.
- Complete offices, lab space, restroom with ADA accommodation will be accessible from a central hall.
- Four drive through bays (to accommodate eight vehicles) and a two-vehicle work bay.
- Storage area and enclosed flammable liquids and pesticides room.
- Clothes washing facility included in the plan also.
- Built-in workbenches are planned; to save initial cost, these could be built later with built-in utilities.
- This building is a class 1 type: used for vehicles with gasoline in tanks. No sprinklers are needed per fire code.
- Skylights were suggested to increase lighting, but this is not an inexpensive option.

3.1.4 Restroom facilities were discussed; Mike Ciraulo moved, and Dean Lindgren seconded to redesign the restrooms to provide separate men's and women's facilities. The motion passed unanimously.

3.1.5 Dean moved, and Mike seconded to approve Barrentine Bates Lee AIA as the project architects (owner's representative). Motion passed unanimously.

3.1.6 Rob distributed copies of the estimated project budget, and the Board discussed the line items. Budget points addressed:

- The total budgeted for the three-bay building, space heating and skylights is approximately \$524,500.
- Available funds are approximately \$670,000, but a reserve fund is needed for an emergency cushion.
- Dean moved to accept the architect's recommended budget at approximately \$525,000. The motion was seconded, and passed.
- Tim made a motion to limit the select bidder list to the four contractors proposed above. Dean seconded the motion, and it was passed with no objection.
- A motion was made to authorize Rob to return to the next Board meeting with final costs and bids submitted. The motion was seconded and passed.

3.2 NPDES Permit

Lou updated those present on the State Department of Health general permit under which the CCMCD has become covered, and distributed copies of the permit to the Board.

- A letter from the Attorney General's office was distributed; a citizen from a northern county has challenged the appropriateness of the state DOH to issue permits to local jurisdictions. The matter will not likely be heard until after the end of the current mosquito control season.

3.3 West Nile Virus Update/Service Request Levels

Lou shared information about administrative activities to date during the current season:

- Service call level is over the 500 mark; approximately 80 dead bird sighting calls have been handled and responded to as well.
- A changes was made in the phone line message being sent out to more accurately reflect the crew's response and control activities
- Lou showed those present a proof of the new West Nile Virus brochure now at the printer. The brochure will be ready for distribution within a week.
- Lou plans to do a West Nile Virus presentation in the near future on local cable television; other presentations are planned as well, as opportunity presents itself.
- Steve and Warren were thanked for their recent presentation at a Ridgefield City Council meeting.

4.0 - NEW BUSINESS

4.1 Mid-Year Operations Report

- 4.1.1.** Chuck Skov explained the surveillance and trapping program for visitors and new Board members, and showed a trap. He shared that the crew now has a vector test kit and can run screening tests for West Nile Virus at the shop. Culex tests to date have been negative. Trapping and testing will continue throughout the year.
- 4.1.2.** Steve shared that there has been a big drop in the number of complaints since the phone line message was reworded. He is still compiling data on the year's service activity.

4.2 Liability Insurance

Lou shared an overview of the former insurance carrier for the Health District, Washington Governmental Entity Pool.

- 4.2.1** The pool has given CCMCD an estimate of approximately \$5,300/year for coverage. This is about \$700/year over the budgeted amount, but well within the affordable range.
- 4.2.2** Lou proposed waiting until the County provides a cost estimate for its coverage, then bringing both numbers before the Board for consideration at its next meeting.
- 4.2.3** The fiscal year runs from September through August, so coverage selected would be for the next year.

4.3 Expenditures January—May

- 4.3.1** Lou will have a discussion with the local State Auditor's office to determine documentation requirements in order to assure:
 - that the Board is comfortable with our level of documentation of financial activity; and
 - that the District is meeting the intent of the law from an audit standpoint.
- 4.3.2** Lou was asked to look into the line item under Revenue regarding less/unrealized gain on investments.
- 4.3.3** Mike Ciraulo moved, and Roger Seekins seconded the motion to request specific information about expenses reflected on the expenditures summary sheet; the motion passed.

4.4 Executive Session

The Board called an executive session at 8:30 PM, and the invited guests were excused. The general session resumed at 8:55 PM.

4.5 Crew Salaries

Mike moved, and Dean seconded the motion to increase crew salaries per a proposed matrix (copy attached), effective July 1, 2003. The motion passed unanimously.

5.0 – ADJOURNMENT

5.1 September Budget Preparation Meeting

- Rob Barrentine will be invited to attend the September meeting to update the Board on the new building activity
- The remainder of the meeting will be to develop a proposed budget for the 2003-2004 annum.

5.2 October General Meeting Agenda:

- New building update
- Expenditure reporting
- Liability insurance comparison/update
- Training for crew members for presentation to the public
- Review and approve budget for 2004.
- Please contact Cheryl Staggs with additional agenda items:
Phone: (360) 397-8057
E-mail: cstaggs@swwhd.wa.gov

5.3 A motion was made, seconded and passed to adjourn at 9:00 PM.

Respectfully submitted,

Cheryl Staggs, Recorder

Lou Dooley, Director

Tim Ross, Secretary-Treasurer